

GPC Credit Card Review Checklist

The following GPC review checklist may be used as a "self-check" for OIP purposes. This OIP checklist is designed for self-checking, but based on resource restrictions, the Directorate of Contracting Office (DOC) will not perform inspections in conjunction with your organizational OIP. It is feasible, however, to incorporate any results of an annual review performed by the DOC as a part of your organizational OIP.

Proponent For Inspection: DOC

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: Federal Acquisition Regulation (FAR), DoD Concept of Operations, Army Standing Operating Procedure for the Government Purchase Card, and FLW GPC Policy

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA (GENERAL):	LEVEL	GO	NO GO	REMARKS
1. CRITICAL. Does the organization have a current bulk-funding document issued by Directorate of Resource Management? (FLW GPC Policy, Sec B)	BRIGADE			
2. CRITICAL. Has the organization prepared "Internal Control Procedures"? (FLW GPC Policy, Sec B)	BRIGADE			
3. CRITICAL. Separation of Duties. Is Cardholder or Billing Official a Property Book Officer? (FLW GPC Policy, Sec A)	BRIGADE			
4. Is a Cardholder who is also a Hand Receipt Holder making official purchases for themselves? (FLW GPC Policy, Sec A)	BRIGADE			
5. Are all files/records in a centralized and secure location? (FLW GPC Policy, Sec E)	BRIGADE			
6. CRITICAL. Have Billing Official and Cardholders received Mandatory Initial and Refresher Training? (FLW GPC Policy, Sec A)	BRIGADE			
7. Has Billing Official and Cardholders taken the "On-Line Procurement Ethics Training"? (FLW GPC Policy, Sec A)	BRIGADE			
8. Has Billing Official verified that all Cardholders have followed established procedures and processed appropriate paperwork through the Property Book Officer for Non-Expendable Items? (FLW GPC Policy, Sec C)	BRIGADE			
9. Does Billing Official have an Alternate Billing Official? (FLW GPC Policy, Sec A)	BRIGADE			
10. Is the Billing Official a subordinate of a Cardholder? (FLW GPC Policy, Sec A)	BRIGADE			
11. Do the Billing Official and Cardholders process statements/invoice within the five (5) day timeframe? (FLW GPC Policy, Sec B)	BRIGADE			
INSPECTION CRITERIA (BILLING OFFICIAL):	LEVEL	GO	NO GO	REMARKS
1. Does the Billing Official have a Letter of Appointment which designates him/her as a Billing Official? (FLW GPC Policy, Sec B)	BRIGADE			
2. Has Billing Official prepared a Letter of Instruction for each Cardholder? (FLW GPC Policy, Sec B)	BRIGADE			
3. CRITICAL. Does the Billing Official review Cardholders supporting documentation each month? (FLW GPC Policy, Sec B)	BRIGADE			
4. Does the Billing Official promptly notify the A/OPC when the Cardholder departs, retires, or otherwise no longer needs a card? (FLW GPC Policy, Sec B)	BRIGADE			
5. Has the Billing Official notified the A/OPC of any lost/stolen cards within five (5) business days of the loss/theft? (FLW GPC Policy, Sec B)	BRIGADE			
6. CRITICAL. Has the Billing Official notified the A/OPC of any Cardholder account procedures violations discovered? (FLW GPC Policy, Sec B)	BRIGADE			
7. Does the Billing Official coordinate with Resource Management to establish initial funding for new Cardholder accounts? (FLW GPC Policy, Sec B)	BRIGADE			
8. Does the Billing Official maintain original supporting documentation for closed Cardholder accounts? (FLW GPC Policy, Sec B)	BRIGADE			
9. Has the Billing Official been formally appointed as a Certifying Officer? (FLW GPC Policy, Sec B)	BRIGADE			

